



**Langley Research Center  
DIRECTIVES MANAGEMENT  
TRANSMITTAL SHEET**

**LAPD 1800.2**

**March 6, 2003**

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**MATERIAL TRANSMITTED**

LAPD 1800.2, "Langley Research Center (LaRC) Physical Fitness Program."

**RECISION**

LAPD 1800.2, dated March 2, 2000

**SUMMARY**

This directive has been revised to update a reference.



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1800.2  
Effective Date: March 6, 2003  
Expiration Date: March 2, 2004**

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**Responsible Office: Occupational Health Services Office, Office of  
Human Resources**

**SUBJECT: Langley Research Center (LaRC) Physical Fitness Program**

**1. REFERENCES**

- a. NPD 1800.2, "NASA Occupational Health Program."
- b. ~~LHB-LAPD 3630.3, "Hours of Duty, Absence, Leave, Overtime, and Time and Attendance Reports," or successor document.~~ **Attendance and Leave."**

**2. SUMMARY**

This directive sets forth the policy, responsibilities, and coverage of the LaRC Physical Fitness Program.

**3. POLICY**

LaRC will:

- a. Provide a physical fitness program as part of its occupational health function.
- b. Adhere to the regulations stated in ~~LHB-LAPD~~ 3630.3, concerning charging leave for use of the Fitness Center during working hours.
- c. Develop processes and requirements necessary to assure that the Fitness Center is operated in a safe and professional manner.

**4. BACKGROUND**

- a. The LaRC Physical Fitness Program is intended to promote the health and well-being of its employees through both formal and informal conditioning programs. It is a strictly VOLUNTARY program, which requires only that participants meet the conditions established as summarized in the following sections. Participants are considered "members" of the Fitness Center and receive continuing personal assessment by professional exercise physiologists as well as progress monitoring.

b. These health services are convenient; accessible before, after, and during normal working hours; cost free; and confidential. Rules and regulations and hours of operation are posted at the Fitness Center and are provided to all new members. To assure the safety of all participants, the Fitness Center rules are followed strictly and unauthorized or unsafe use of the Fitness Center is prohibited.

## **5. DEFINITIONS**

Eligible participants for the Center's Physical Fitness Program and the NASA Langley Fitness Center are:

- a. All NASA Civil Service employees whose duration of appointment is more than 180 consecutive days.
- b. All civilian and uniformed military employees of the Department of Defense assigned to the NASA LaRC.

Note: Current participants as of the date of this issuance who do not meet the eligibility requirements as stated above may continue their membership in the Fitness Center as long as they use the Center's facilities on a regular basis.

## **6. RESPONSIBILITIES**

- a. General

Areas of operation and the implementation of the Physical Fitness Program are assigned to the Director, Office of Human Resources (OHR); the Head, Occupational Health Services Office (OHSO); and the Medical Director, LaRC Occupational Medical Center.

- b. Director, OHR

- (1) Ensure that the Physical Fitness Program is conducted according to prescribing NASA policy.
- (2) Implement the Physical Fitness Program and assess its effectiveness.

- c. Head, OHSO

- (1) Manage the Physical Fitness Program.
- (2) Assure the Fitness Center is operated in a safe and business-like manner.
- (3) Review and resolve any issues presented by the Medical Director.

(4) Make decisions involving usage of the Fitness Center including revocation of membership in cases where abuse poses a potential threat to participant safety.

d. Medical Director

(1) Establish and implement procedures and policies regarding the Physical Fitness Program's operations and maintenance.

(2) Establish and implement medical requirements to assure the health and safety of Fitness Center participants, including conditions for eligibility.

(3) Provide medical surveillance and examinations to establish eligibility for participation in the Fitness Program.

(4) Review, approve or disapprove, and process applications for use of the Fitness Center in a timely manner.

(5) Determine such follow-up medical examinations that may be necessary to assure safety after a member's prolonged absence from the Fitness

(6) Ensure there is a Coordinator/Exercise Physiologist and appropriate attendants in the Fitness Center to assist and monitor members' activities.

(7) Supervise Coordinator/Exercise Physiologist regarding the operation of the Physical Fitness Program.

(8) Recommend priority for use of the Fitness Center.

(9) Implement requirements established by the Head, OHSO.

e. Employee

(1) Complete all application forms and necessary physical examination requirements prescribed by the Center's Medical Officer.

(2) Comply with all rules and regulations established for the Fitness Center.

(3) Observe official leave procedures when using the Fitness Center during working hours (see [LHB-LAPD 3630.3](#)).

f. Supervisor

(1) Allow flexibility in employee schedules to permit use of the Fitness Center while ensuring that projects or scheduled work activities are being carried out efficiently and productively.

(2) Monitor leave schedules for compliance with official leave regulations and procedures.

g. Fitness Center Coordinator/Exercise Physiologist

(1) Operate the Fitness Center according to regulations and in compliance with health and safety standards.

(2) Develop program for each participant according to physical examination results.

(3) Supervise the exercise routines of participants and review progress records.

(4) Monitor usage of the Fitness Center to assure only those authorized are using it.

(5) Advise the Medical Director and Head, OHSO, of progress and problems of the Fitness Center to ensure resolution.

## **7. RECISION**

LAPD 1800.2, dated ~~September 28, 1994~~ March 2, 2000.

Jeremiah F. Creedon  
Director